



BOSTON HIGH SCHOOL

Notice to Candidates

Examinations held in the period 1 September 2024 to 31 August 2025

This notice has been written to help you. It supplements and should be referred to in conjunction with the JCQ Notices to Candidates. Please read it and the JCQ Notices to Candidates carefully and ensure that you abide by these regulations. If there is anything that you do not understand, it is your responsibility to ask the Examinations Officer, Mrs Warner, for clarification.

Access Arrangements

The Examinations Officer can apply for access arrangement(s) for any candidate who needs a reasonable adjustment to give them a level playing field in which to demonstrate their skills, knowledge and understanding. For example:

- A bi-lingual dictionary may be allowed if a candidate's first language is not English, Irish or Welsh;
- Extra time and/or rest breaks may be allowed for medical or psychological reasons;
- Modified examination question papers may be allowed if a candidate has a visual impairment.

The above are just a few examples taken from the range of access arrangements which are available, provided that appropriate and current evidence is obtained, and the candidate has signed a data protection notice to allow the application to be made online.

Applications for access arrangements need to be submitted well in advance of examinations and candidates should contact the Special Educational Needs Co-ordinator (SENCO), Mrs Osborn, for further information should they believe that they might need an arrangement to be put in place.

Emergency access arrangements can be put in place where a candidate has a temporary injury at the time of the examination, for example, a scribe for a candidate who has broken their writing arm shortly before an examination.

Candidate Number

You will be allocated a four-digit candidate number that is unique to you. Candidates who have taken examinations in a previous school will have a new candidate number here. This particularly affects Candidates in Year 12 who have already taken GCSEs or other exams at another school and then entered our Sixth Form.

A list of candidate numbers for each year group will be displayed on the Examination Notice Board outside of the Examinations Office. You need to memorise your own number as you will be required to write it on all of your examination scripts/answer books.

Candidate Name

You must write your legal name, not your preferred name, in the space provided on all of your examination scripts/answer books.

Centre Number

You must write Boston High School's centre number in the space provided on all of your examination scripts/answer books. The centre number is 26312 for GCSE and GCE examinations. For the Math's Challenge it is 640433.

Candidate Examination Timetable

You must attend all examinations for which you are entered – these are included on your Candidate Examination Timetable which will be distributed to you in advance of each examination series.

When you receive your Candidate Examination Timetable you must check the following:-

- Are any of your entries missing?
- Are there any entries that you think should not be included on your timetable?
- Are there any examination clashes? (See below – more than three hours worth of examinations in any one session, morning or afternoon.)
- Are there any amendments to be made to your name or date of birth?
- Are there any sessions, morning or afternoon, in which you have examinations in more than one subject, for example Sociology and Mathematics in the same morning?

If the answer to at least one of the above is 'yes' then you must see the Examinations Officer straight away.

Examination Clashes

If you are entered for two or more papers timetabled for a session, morning or afternoon, and the total time allowed for those papers is more than three hours, you have an examination clash. You must see the Examinations Officer without delay in order that appropriate arrangements may be put in place for you to sit all of your examinations.

Isolation/Quarantine

If you have an examination clash (see above), arrangements will be made by the Examinations Officer for you to sit all your papers on the same day, wherever possible. You will need to be supervised during lunch time in 'isolation/quarantine'.

During 'isolation/quarantine' you will remain under examination conditions, for example, you will not be allowed to communicate with anybody other than the Invigilator supervising you, nor will you be allowed to use a mobile phone or any other communication/listening/storage/digital device. You will be permitted to revise during any 'isolation/quarantine' period which is not held in an examination room.

You must bring a packed lunch (including drinks) into School and report to the Examinations Office before your first examination on each day on which you have an examination clash.

Examination Seating Plans

Seating plans are usually pinned on the Examination Notice Board (situated in the front corridor between Religious Studies 1 and the Sixth Form Study Quiet Room), in the afternoon on the day before each examination. In most of your examinations, you will be seated in sequential candidate number order by paper. Before each examination you will need to check the Examination Notice Board for the seating plan for your examination session, morning or afternoon, taking care to check that you are looking at the seating plan for the correct date and room because more than one seating plan may be displayed at the same time. Your examination timetable should give you the duration of the examination.

Registering for Examinations

Candidates will be registered inside the examination rooms and you can gain entry from **8.50 am** for morning exams and **1.05 pm** for afternoon exams (please check the seating plans before entering the room and go straight to your desk). **Once candidates have entered their examination room they will be under strict examination conditions.** You **MUST** be seated by **8.55 am** for morning exams and **1.10 pm** for afternoon exams when registration will take place and you will need to place your Exam ID Card faced upwards in the left hand corner of the desk so that this can be done quickly.

Examination Notices

The following JCQ notices will be displayed outside each examination room:

- JCQ – Warning to Candidates 2024-2025;
- JCQ – Unauthorised Items Poster 2024-2025.

Information for Candidates

The following JCQ notices have been circulated with this document and will be available on the School website and the Exams Notice Board:

- JCQ – Information for Candidates Preparing to sit your Exams Infographic 2024-2025
- JCQ – Information for Candidates Written Examinations 2024-2025
- JCQ – Information for Candidates Non-Examination Assessments 2024-2025
- JCQ – Information for Candidates Coursework Assessments 2024-2025
- JCQ – Information for Candidates On-Screen Examinations 2024-2025
- JCQ – Information for Candidates JCQ Privacy Notice 2024-2025
- JCQ – Information for Candidates JCQ Social Media 2024-2025
- JCQ – Using Social Media Infographic 2024-2025
- JCQ – AI Poster for Students 2024 - 2025
- JCQ – Information for Candidates Calculator Regulations 2024-2025
- JCQ – FAQs Using Calculators 2024-2025
- JCQ – Notice to Candidates Warning to Candidates 2024-2025
- JCQ – Notice to Candidates Unauthorised Items Poster 2024-2025
- JCQ – Suspected Malpractice Policies & Procedures 2024-2025
- JCQ – Malpractice Indicative Sanctions against Candidates 2024-2025

It is your responsibility to ensure that you read all of the relevant notices regularly and abide by the regulations. If there is anything that you do not understand, please ask your Teacher or Examinations Officer for clarification.

Examination Start Times

Unless otherwise stated on the seating plans on the examination notice boards, all examinations start at 9.00 am for morning sessions, and 1.15 pm for afternoon sessions.

You must be silent upon entering the examination room and remain so throughout the entire period of the examination and until you have been dismissed and left the examination room.

Assistance during Examinations

If you need any assistance during an examination, put your hand up and wait for an Invigilator to attend to you. This includes requesting to go to the toilet, when an Invigilator will accompany you there and back to the examination room.

Examination Finish Times

Candidates will not be permitted to leave an examination before the full time specified by the Awarding Body for the paper because it disrupts other candidates.

Candidates with more than one paper in a session, morning or afternoon, need to take into account the time it takes Invigilators to collect in papers and hand out the next set of papers when making plans for after an examination session, particularly in afternoons when more than two hours of examinations are scheduled in the examination room. Afternoon examination sessions may be in progress after normal School finishing time so you will therefore have to make alternative arrangements to go home.

You must ensure that you leave the examination room only when you have been dismissed by an Invigilator. You must remain silent until you are well away from the examination rooms so that you do not disrupt other candidates still taking their examinations.

What Candidates can take into Examinations

Candidates are responsible for ensuring that they have all the materials/equipment that they may need to use during an examination. Invigilators may have a few spare items but **do not** rely on them as they may have insufficient or no spare items to hand out to candidates who have forgotten to bring all the necessary materials/equipment to an examination.

The following standard items **only** must be brought into **every** examination:

- Clear and transparent pencil case or plastic bag (to put equipment in);
- Black ball point pens;
- HB pencils (answers made using non-HB pencils cannot be picked up during electronic marking processes);
- Eraser;
- Pencil Sharpener (preferable one which catches the shavings);
- Metric ruler with millimetre measurements.

If candidates wish to take a drink into an examination, they can take plain water only and it must be stored in a clear and transparent bottle with any labels removed from it.

Further items may be permitted to be taken into an examination, for example coloured pencils, drawing instruments, set text or a calculator, in accordance with the instructions on the front of the examination question paper. Check with your Teacher on a paper by paper basis about what additional items are allowed to be taken into an examination.

Where calculators are permitted to be taken into examinations, the following must be adhered to:-

Calculators must be:

- Of a size suitable for use on the desk;
- Either battery or solar powered;
- Free of lids, cases and covers.

The candidate is responsible for the following:

- The calculator's power supply;
- The calculator's working condition.
- Clearing anything stored in the calculator

Calculators must NOT:

- Be designed or adapted to offer any of these facilities:
 - ❖ Language translators;
 - ❖ Symbolic algebra manipulations;
 - ❖ Symbolic differentiation or integration;
 - ❖ Communication with other machines or the internet.
- Have retrievable information stored in them – this includes:
 - ❖ Databanks;
 - ❖ Dictionaries;
 - ❖ Mathematical formulas;
 - ❖ Text.
- Be borrowed from another candidate during an examination for any reason.

Possession of unauthorised items in an examination is an infringement of the regulations and carries penalties (see last page).

Late Arrivals

If you are delayed for an unforeseen reason before any examination and you think you may be late, you must telephone the School on (01205) 310505 to inform the Examinations Officer of the reason why you may be late, anticipated arrival time and a contact number if one is available.

If you are late, when you arrive in School, go straight to the examination room.

After the examination, candidates who are late for an examination must see the Examinations Officer because a report may need to be submitted to the Awarding Body.

Please note that the Awarding Body has the right to decline to accept scripts for candidates who are late for examinations, even if the School has decided to allow them to sit the examination.

Emergency Evacuation

In the event of an emergency evacuation, candidates must follow the instructions given by the Invigilators and **must remain under examination conditions** during the evacuation. Candidates will be taken by the Invigilators to the front of the School and will stay there **under examination conditions** until they have been instructed to return to the examination room. Whilst at the front of the School, all candidates will be accounted for by the Invigilators and the Examinations Officer who will ensure that the names of those present will be relayed to the roll call at the rear of the School. Upon return to the examination room **under examination conditions**, the examination will be re-commenced by the Invigilators.

Absence from Examinations

If you are absent from an examination due to illness, you must telephone the School on (01205) 310505 as soon as possible on the morning of the examination or earlier if it is anticipated that you will be absent from a future examination due to illness.

You must obtain a medical certificate/letter covering the date(s) of the missed examination(s) and provide this to the Examinations Officer within three days of the examination(s) you missed. If you do not provide a medical certificate/letter, you will be billed for the examination entry fee(s) for the missed examination(s).

If you are absent from an examination for any other reason other than illness you must see the Examinations Officer upon your return to School and you may be billed for the examination entry fee(s) for the missed examination(s).

Special Considerations

The Examinations Officer can apply for special consideration for any Candidate experiencing adverse circumstances which affect performance, for example, illness, surgery, car accident, death in the family, at or near the time of the examination/assessment.

Candidates must inform the Examinations Officer themselves, or, through a Teacher, of each examination/assessment in which her/his performance was affected by an adverse circumstance, within three days of each examination/assessment.

Reasons of a medical nature will require a doctor's note/medical certificate to be supplied to the Examinations Officer.

When candidates are entered for three or more examinations timetabled for the same day and the total duration for those papers is more than six hours* for GCE, or five and a half hours* for GCSE, (*Including extra time and/or supervised rest breaks if applicable), please inform the Examinations Officer if you are affected by this so that special consideration can be applied for, and any extra arrangements can be organised accordingly.

Results and Appeals

Provisional examination results will be available on the following publication dates:

- November 2024 GCSE examinations – Thursday, 9 January 2025;
- January 2025 Cambridge Technicals examinations – Wednesday, 12 March 2025;
- Summer 2025 GCE examinations – Thursday, 14 August 2025;
- Summer 2025 GCSE examinations – Thursday, 21 August 2025.

Further information on post-results services, including appeals for written exams, will be provided with results on results days and will be available on the School website.

Infringement of the Regulations

Infringement of any of the Regulations will be reported to the Awarding Body. The severest penalties range from being disqualified in a unit, all units, whole qualification, or all qualifications taken in that series to being barred from entering any examinations for a set period of time. Candidates will be charged for any costs incurred by the School which arise from penalties imposed by the Awarding Body.

Good Luck with your examinations.

*Examinations Officer
September 2024*